



CITY OF NEWPORT BEACH

ECONOMIC DEVELOPMENT COMMITTEE

AGENDA

MEETING DATE:

Wednesday, October 17, 2007

TIME:

8:00-9:00 A.M. *Please arrive 5 min. prior*

PLACE:

City of Newport Beach Council

Chambers

Roll Call and Introductions

MEMBER UPDATES AND ANNOUNCEMENTS

DISCUSSION ITEMS

1. Approval of Minutes of September 19, 2007 (*Attachment*)
Commercial Real Estate Information Database Service– Presentation by Joe Nugent, CoStar Group
2. Protocol for Requests of Other Departments (*Attachment*)
3. EQAC Representative's Report

ITEMS FOR A FUTURE AGENDA

PUBLIC COMMENTS

ADJOURNMENT

**NEXT EXECUTIVE COMMITTEE MEETING: Wednesday, November 7, 2007
8:00 A.M. – NEWPORT BEACH CHAMBER OF COMMERCE**

**NEXT REGULAR MEETING: Wednesday, November 21, 2007
8:00-9:00 A.M. – CITY COUNCIL CHAMBERS**

D R A F T

PROTOCOL FOR EDC REQUESTS OF OTHER DEPARTMENTS

Problem

Two recent requests by EDC involve staff time in departments other than Planning, and could impact their productivity on ongoing work assignments.

- May 16
Research loss of revenue due to business license fees related to special events (Administrative Services, Revenue)
- July 18
Compile usage and ownership of boats in Newport Harbor (Harbor Resources Division)

Charter Provisions

Section 406. Interference in Administrative Service

...Except for the purpose of inquiry, the City Council and its members shall deal with the administrative service under the City Manager solely through the City Manager and neither the City Council nor any member thereof shall give orders to any subordinates of the City Manager, either publicly or privately.

Section 504. Powers and Duties

The City Manager shall be the head of the administrative branch of the City government. He shall be responsible to the City Council for the proper administration of all affairs of the City. Without limiting the foregoing general grant of powers, responsibilities and duties, the City Manager shall have power and be required to:

(h) Exercise control of all administrative offices and departments of the City and of all appointive officers and employees except those directly appointed by the City Council...

EDC Resolution

Purpose & Responsibilities

- A. Review, monitor and assist the activities of staff as outlined in the City Council Economic Development Policy;

- B. Make recommendations regarding appointment of appropriate staffing levels for Economic Development activities; and
- C. Make recommendations to the City Council to further the goals of the City's Economic Development Policy.

Proposed Protocol

- Assistant City Manager will ask appropriate staff to respond to request if it does not impact other work assigned to staff
- Assistant City Manager will advise City Council members of EDC if request will impact other work assigned to staff. A Council member may request that the work be done at the next City Council meeting.